



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Potential 2008 Summer Food Service Program (SFSP) Sponsors

FROM: Paul F. Flinter, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: March 27, 2008

SUBJECT: Application Package – Summer Food Service Program (SFSP)

Enclosed are forms necessary to submit an application for the 2008 Summer Food Service Program for Children (SFSP). As required in Section 225.6(b)(1) of the SFSP regulations, the State agency has established a deadline for submission of a written application for participation in the program. **The deadline for application submission in Connecticut is May 5, 2008.** Applications submitted, complete and in good order will be approved within 30 calendar days or by June 3, 2008. *SPONSOR APPLICATIONS THAT REQUIRE SIGNATURE AND BOARD APPROVAL MUST BE MADE IMMEDIATELY IN ORDER TO MEET THE MAY 5, 2008 SUBMISSION DEADLINE.*

Previous year sponsors should note that the forms included in the Application Packet are revised. **DO NOT reproduce the 2007 forms to be submitted.** If this is done, the approval process will be delayed, as the forms will be returned. Application forms will be available for download in early April at the following location:

<http://www.sde.ct.gov/sde/site/default.asp>

Previous year sponsors are also strongly encouraged to review 2007 correction letters in order to avoid repeating the same errors.

School Food Authority (SFA) sponsors who are interested in applying to participate in the Seamless Summer Food Program (SSFP) must contact RoseAnna Holliday immediately at (860) 807-2064.

APPLICATION PROCEDURES FOR 2008

The abbreviated version of the SFSP sponsor and site application process followed in 2007 will continue. This process establishes minimum requirements for *new sponsors and sites* (defined as new to the SFSP and those prior year sponsors/sites with operational problems or significant staff turnover), and *experienced sponsors and sites* (defined as those with successful prior year participation).

New Sponsor/Sites

Complete the Application Form ED-099 Schedule C. Complete Site Information Document ED-099 Schedule C-1 for each site location that will be operated. Follow the instructions given in the attached *Application Forms and Instructions*.

Experienced Sponsors/Sites

Complete Application Form ED-099 Schedule C Short Form. Complete Site Information Document ED-099 Schedule C-1 Short Form for each site location that will be operated. Both Short Forms are in yellow. NOTE: **If a site did not operate in 2007 (even if it was approved for service) the site information document ED-099 Schedule C-1 (white) form must be used.** Follow the instructions given in the attached *Application Forms and Instructions*. Sponsors are responsible to inform the State Agency of changes that take place after the application process has been completed.

Previous year sponsors receiving an Application Packet without the yellow short forms have been selected to complete the original packet. This decision was made based on 2007 program performance. Follow the instructions given in the attached *Application Forms and Instructions*.

Review Prior to Completing Site Information Documents: ED-099 Schedule C

Site Eligibility Documentation

To establish an area eligible site, it must be located where school records or census data shows that at least 50 percent of the children in the area are eligible for free or reduced price meals. A list of all schools meeting SFSP eligibility criteria is enclosed. Sponsors who will use school data to establish “open” or “restricted open” sites need only copy the appropriate section of the list and return it with the application package. Specific information regarding the site’s geographic area must still be stated under question #4 of the Site Information Document (ED-099 Schedule C-1 and C-1 Short Form). Special Note: For “Regular Open” and “Restricted Open” sites, new eligibility documentation of area eligibility using school data need only be submitted every five years. If eligibility for a site was established between 2004 and 2007, do not submit documentation for 2008.

Sites located in Census Block Groups in which 50 percent or more of children 18 years of age and younger live in households at or below 185 percent of the poverty level are eligible to participate in the SFSP based on the 2000 Census data. Only the 2000 Census data may be used for determining site eligibility based on location in an eligible census block group.

Site Definitions:

The Site Information Document Forms ED-099 Schedule C-1 and C-1 Short Form require an indication of the type of site being operated. Seven types of sites are listed. Refer to the definitions listed below for the three most common type of sites. This will assist in determining the type of eligibility documentation that will be required.

1. **Regular Open Site** means a site at which meals are made available to all children in the area and which is located in an area in which at least 50 percent of the children are from households that would be eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program or census tract data, or other appropriate sources, as defined in the SFSP regulations.
2. **Restricted Open Site** means a site which is initially open to broad community participation, but at which the sponsor restricts or limits attendance for reasons of space, security, safety or control. In recognition of these circumstances, these types of sites operate as restricted open sites. The sponsors must make known publicly that the site is open on a first-come, first-serve basis to all children of the community at large, but that the site's enrollment will be limited as documented above.

In addition, some of these sites may be located outside of the children's area eligible neighborhood school and these children are transported or bussed to those restricted sites. An example would be a type of site that is located outside the city in a non-needy area; the children from the city, who are eligible based on school enrollment or census data are bussed to the site in the non-needy location without cost to the children.

Site eligibility for a restricted open site shall be documented with the National School Lunch Program and the School Breakfast Program data or census tract data or other appropriate sources, as defined in the SFSP regulations.

3. **Closed Enrolled Site** means a site which is open only to enrolled children, as opposed to the community at large, and in which at least 50 percent of the enrolled children at the site are eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program, as determined by approval of income eligibility applications.

Closed enrolled sites are permitted to establish eligibility based on area free and reduced data for the location of the site, rather than on documentation that at least 50 percent of the enrolled children at the site are eligible for free or reduced price meals. Therefore, any closed enrolled site located in an eligible area based on the 50 percent eligibility criteria, will be eligible for SFSP reimbursement, regardless of whether the site serves an identified group of children or is open to the community. Closed enrolled Upward Bound sites may also utilize this option with State Agency approval. However, this waiver option is not available to camps.

Following is a list of Program guides, handbooks and instructions for the SFSP. Copies of these items will be available at the annual training conference or directly from the Bureau of Health/Nutrition, Family Services and Adult Education, if needed earlier.

- Invitation for Bid and Contract
(vended sponsors only)
- 2008 Administrative Guidance
for Sponsors
- 2008 Monitor's Guide
- 2008 Site Supervisor's Guide
- 2008 Nutrition Guidance for
Sponsors

Questions pertaining to this memorandum may be directed to Susan Bohuslaw at (860) 807-2073 or Robert Zwack at (860) 807-2081.

PFF:sbb

Enclosures